

United States Government

Department of Energy
Oak Ridge Operations Office

memorandum

DATE: October 7, 1998

REPLY TO

ATTN OF: AD-442:Aytes

SUBJECT: **LEAVE DONATION SOLICITATION**

TO: All ORO and OSTI Employees

The following employees continue to be approved leave recipients under the Voluntary Leave Transfer Program:

Cheryl A. Nier, Administrative Assistant, Diversity Programs and Employee Concerns, ORO, underwent chemotherapy and bone marrow transplant in October 1994 and in June 1996 suffered a heart attack and underwent surgery for blockage. She is currently working part-time; however, she continues to experience difficulties and may have to undergo heart valve replacement surgery.

Tammy Payne, Administrative Assistant, Office of Assistant Manager for Technology Systems, OSTI, is currently recuperating from childbirth. She experienced complications in her pregnancy which has required an extensive absence from work. Similar complications in a previous pregnancy resulted in a premature delivery and the subsequent death of the child several weeks after delivery.

Robin Evans, Administrative Assistant, Office of the Assistant Manager for Environmental Management, ORO, has missed several weeks of work due to illness and her doctor anticipates that she will miss several more.

Employees who wish to donate earned annual leave may do so by using the attached "Leave Donation Form." When completed, it should be given to your time and attendance clerk for forwarding to the Payroll office.

NOTE: If you wish to donate "use or lose" leave, you must indicate on the donation form that the leave is "use or lose" and the completed form must be received by the Oak Ridge Operations office (ORO) payroll office no later than December 4, 1998. If you have already scheduled the "use or lose" leave you wish to donate, please complete a new SF-71 as soon as possible.

Your attention is called to the following requirements of the program:

1. Only earned annual leave may be donated, which includes any "carryover" hours and any "restored hours."
2. The maximum annual leave donation by an employee is limited to one half the number of hours the employee will earn in the current leave year (26-day category - 104 hours; 20-day category - 80 hours; 13-day category - 52 hours).

If you have any questions, please contact your personnel management specialist.

Lois Jago, Chief
Personnel and Management
Analysis Branch

Attachments:
Leave Donation Forms